

10-December-1956

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MEMORANDUM FOR: Deputy Director (Support)

ATTENTION: Chief, Management Staff

THROUGH: Deputy Director (Intelligence)

FROM: Assistant Director for Basic Intelligence

SUBJECT: Organizational Change in OBI

1. As a result of continuing examination of the effectiveness of the organizational structure of OBI, it is concluded that operating efficiency would be improved by changes involving two positions within the presently authorized T/O and personnel ceiling for the Office. The changes consist of abolishing one GS-6 position and establishing one new GS-11 position in Publication Division, and reducing the grade of one position in Editorial Division from GS-11 to GS-9.

2. The T/O for the Publication Division, OBI, provides for one Geographer (Cartographer) in Grade GS-12, to serve as Assistant for Maps. Incumbent directs the preparation and controls the form of presentation of all maps used in the NIS, develops, implements, and revises (as necessary) standards and specifications for NIS maps. He is responsible for keeping NIS contributors advised on technical criteria for maps covering such highly technical and scientific subjects as military geography, transportation, sociology, economics, political, scientific development, armed forces, etc. on a world-wide basis. The duties of this position require conferences with NIS contributors (both regularly scheduled and special) to instruct and guide them in the preparation of maps according to NIS standards; review of all map material received in D/P for conformance with NIS requirements; preparation of correspondence to contributors on necessary corrections, alterations, or revisions, and resolution of problems of conflicting data and duplication of maps among the more than 40 NIS producing offices.

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3. Experience has shown that the important, but time consuming office duties of the Assistant for Maps require almost all of his time, so that the equally important duties of conferring with, and guiding map producing personnel in the contributing agencies have necessarily received only severely limited attention. This direct and close contact with contributors during the various stages of map construction assures conformity with NIS standards and specifications, and reduces the processing work in Publication Division, OBI, when the finished map material is submitted for publication. To assure full and continuing guidance to NIS contributors during map development and construction stages it is considered essential that the Assistant for Maps be provided with a Deputy to enable him to properly discharge the responsibilities of his position.

4. To provide for the Deputy position without increasing the OBI T/O an existing position in Publication Division can be utilized for that purpose. There are now three Production Sections authorized for that Division. One Section has four illustrators (Gen.) and the other two Sections have three illustrators (Gen.) each. The Section having four illustrators would be reduced to three to provide the needed T/O position. The improvement in maps resulting from the more effective guidance to be given contributors will more than offset the loss of capability in this one Production Section.

5. The position of Assistant to Maintenance Editor presently authorized in the T/O of the Editorial Division, OBI, is a highly specialized one. Essential qualification requirements for this position are: (1) a basic understanding of the scope and purpose of the NIS program and a detailed knowledge of the coverage of individual NIS Sections; (2) an ability to apply maintenance criteria to published NIS and make recommendations for maintenance production; (3) an inquiring mind--for acquiring increasing knowledge of the detailed interrelationship of the NIS program and for developing an alertness to significant maintenance implications in documents and publications. These qualification requirements limit the field of applicants to individuals with considerable prior experience with the NIS program either in this Agency or in one of the contributing agencies. To obtain a person of the desired competence a Grade GS-11 was established for this position.

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6. Thus far no suitable applicant has been found at the GS-11 level and there is none in prospect for the foreseeable future. It is believed, therefore, that it would be in the best interests of the NIS program to obtain an individual with good growth potential and train that person in the position. It is believed that an alert, academically qualified individual could be obtained for training in this position at a GS-7 level. However, provision should be made for advancement as the trainee acquires the required specialized knowledge of the NIS maintenance operations, and a Grade GS-9 would be more appropriate for the position.

7. Based upon the foregoing analysis it is recommended that the following changes in the organization of the Office of Basic Intelligence be approved:

a. Establish one new GS-11 position in the Publication Division, OBI, with the title, Deputy Assistant for Maps.

b. Eliminate the GS-6, Illustrator(Gen.) position in Publication Division, OBI, which is listed as No. Y 33.01.

c. Reduce the grade of position No. Y 11.01, Assistant to Maintenance Editor, Editorial Division, OBI, from GS-11 to GS-9.

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